

CALIFORNIA HORSE RACING BOARD

Job Opportunity For Staff Services Analyst (G)



Visit our Website at www.chrb.ca.gov

TENURE/TIMEBASE: Permanent/Full time

LOCATION: Sacramento

FILE BY: May 30, 2006

SALARY: A \$2,632.00 - \$3,201.00
B \$2,850.00 - \$3,465.00
C \$3,418.00 - \$4,155.00

HOW TO APPLY:

In order to be considered for this position, the individual must submit a Standard State Application (Std. Form 678) to:

California Horse Racing Board
Attn: Personnel Office
1010 Hurley Way, Suite 300
Sacramento, CA 95825
(916) 263-6000

POSITION DESCRIPTION:

Under the supervision of the Staff Services Manager I (SSM I), the incumbent learns and performs assigned tasks in the Policy and Regulations Unit that include but are not limited to administrative tasks and projects. Occasional travel may be required to the various Board Meetings to present reports before the Board; and develop and maintain cooperative relationships with governmental and private agencies, the public and CHRB employees.

DESIRABLE QUALIFICATIONS:

- Excellent writing and analytical skills
- Strong computer skills in the MS office programs such as Excel, Word, and Outlook
- The ability to work independently and speak and write clearly, concisely and accurately
- To reason logically and creatively in resolving problems
- Skill in dealing effectively with others
- Willingness and ability to accept responsibility and meet deadlines
- Ability to manage multiple projects with different time frames
- Apply diplomacy
- Be well organized and detailed oriented
- Use professionalism at all times
- Perform other related work as needed

ADDITIONAL INFORMATION:

You are eligible to apply if you are currently in the Staff Services Analyst (General) classification; on the State Restriction of Appointment (SROA) list for the same or a comparable classification or a surplus employee in the same or comparable classification; have reinstatement eligibility; are in a classification comparable and transferable; or reachable on the Staff Services Analyst (General) eligible list.

It is the policy of the CHRB that no person may be hired as an employee if that person has been convicted of a felony or any gambling-related offense. Therefore all new employees are subject to a background check.

For more information see the duty statement on the reverse side. Questions about the position may be directed to Jacqueline Wagner, Staff Services Manager I, at (916) 263-6041.

CALIFORNIA STATE GOVERNMENT * AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Horse Racing Board utilizes the California Relay Service. The numbers available for use are

1-800-735-2929 (TT/TDD) and 1-800-735-2922 (VOICE).

CALIFORNIA HORSE RACING BOARD
STAFF SERVICES ANALYST (G)
POLICY AND REGULATIONS UNIT
DUTY STATEMENT

Under the supervision of the Staff Services Manager I (SSM I), Policy and Regulations Unit, the Staff Services Analyst performs assigned administrative tasks and projects.

<u>% of Time</u>	<u>Duties</u>
50%	Under the direction of the SSM I, Policy and Regulations Unit, assists in developing, implementing and coordinating rules to enforce the Horse Racing Law. Under the direction of the SSM I, the incumbent plans, develops and carries out specialized administrative programs such as rulemaking files; gathers and analyzes data; consults with staff and others in order to secure information for preparation and completion of rulemaking files through interpretation and application of provisions of the Administrative Procedures Act; assists in the resolution of issues between CHRB and the Office of Administrative Law; assists in the review and analysis of license applications submitted by Racing Associations, fairs, and advance deposit wagering providers.
20%	Obtains information, researches, analyzes and prepares written reports; assists in preparing information for the Board's committee and regular meetings; and assists in the preparation and completion of the CHRB's rules and regulations book, and the annual report; and assists with conducting special studies.
10%	Assists in the collecting, interpreting, and tabulation of end of the meet and injury and fatalities reports and assists in the review of applications for approval of contractors and vendors.
10%	May provide information to the public and CHRB staff; develops and maintains cooperative relationships with governmental and private agencies, the public and staff; prepares written and oral communications in response to questions and requests at the direction of the SSM I.
10%	May review and analyze transcripts and related materials of CHRB meetings; may prepare the official minutes of the Board; may assist the Licensing Unit in the processing of occupational licenses.

The foregoing duties require the ability to work independently and possess good analytical skills; to speak and write clearly, concisely and accurately; to reason logically and creatively in resolving problems; skill in dealing effectively with others; willingness and ability to accept responsibility and meet deadlines; aptitude for electronic data processing system; ability to manage multiple projects with different time frames; and to be diplomatic; organized and professional.